

## **Licensure Packet Contents:**

The following items are included with this Licensure Packet.

- A. License application forms with instructions on how to complete.
- B. Applicable Statutes and Regulations for the classification of license you have requested.
- C. State Fire Marshal's information. You are required to submit a notification to the State Fire Marshal's office along with a code "footprint" of your building/facility/home. Call the State Fire Marshal's office at 785-296-3401 if you have any questions. A license cannot be issued until we receive approval from the state fire marshal's office.
- D. For the following facility types:
  - Assisted Living / Residential Health Care Facility
  - Home Plus
  - Adult Day Care

A checklist is enclosed for you to follow as you develop policies and procedures to bring your facility into compliance with the regulations and statutes. You need to **submit your policies and procedures** to our agency. Mail them to Patty Brown at New England Building - LCE Commission, 503 South Kansas Avenue, Topeka, Kansas, 66603.

## **Additional Items To Be Submitted For Licensure:**

- 1. If the building or home is leased or rented, submit a copy of the lease agreement. If the building is owned submit a copy of the deed.
- 2. A financial statement projecting the first month operating income and expense, and a current balance sheet showing a minimum of one month's operating expense in cash and/or owners equity. All financial statements will be prepared according to generally accepted accounting principles and certified by the applicant to be accurate.
- 3. Submit resumes of all professional staff to be involved in operating or supervising the operation of the facility. This means anyone who will supervise operations of the facility and who will conduct the business affairs of the facility.
- 4. An applicant of a home-plus, boarding care home or adult day care facility shall submit a drawing of the proposed facility that includes identification and dimensions of rooms or areas.

Please return the application forms and the requested items to our office along with the fee of \$100.00 plus \$30.00 per bed/resident.

**You must submit a complete application to the KDOA before the agency can make a decision to approve or deny it as provided by K.S.A. 77-511. The agency will make every effort to rule upon a completed application within 90 days of its receipt.**

If you have any questions, please contact Rita Bailey at 785-296-1259.